



WONSOOK KIM COLLEGE OF FINE ARTS

Illinois State University

Center for the Performing Arts

Rental Rate Information

CPA Lobby Room Rental Fees

University Dept./ ISU RSOs	Non-Profit Org.	Public/For-Profit
\$150	\$200	\$250

- Reservations are up to a maximum of five hours. Hours of rental are consecutive hours. All set-up and tear down for event must occur within reserved time.
- One table and one speaking lectern (no amplified sound) are available free of charge. All additional tables and chairs may be ordered through ISU Facilities.

CPA Concert Hall and Theatre Room Rental Fees

Ticket Price	University Dept./ ISU RSOs	Non-Profit Org.	Public/For-Profit
Free Admission	\$200	\$500	\$750
Ticketed/Charged Admission*			
Main Floor	\$1500 vs. 10% gross, whichever is higher		
Main Floor & Balcony	\$2000 vs. 10% gross, whichever is higher		
<i>*All ticketed events charging admission must sell their tickets through the CPA Box Office.</i>			
Extra Rehearsal**	\$350	\$350	\$400
<i>**An extra rehearsal is prior to the day of performance with no audience. Max 4 hours.</i>			
Box Office Charges (non-labor)			
Ticketing Fee & Selling Charge		\$3 per ticket printed (includes comps)	
Bank Card Charges		3%	
Event Cancellation Charge		\$0.30 per ticket plus \$1,000 labor	

- Performance space rental includes up to 3 hours of rehearsal the day of the performance with no audience. "Free will offerings" are considered paid events and may be subject to higher rent.
- Multiple performances, same day—each succeeding performance is 50% of the base rental rate.
- **Merchandise Sales:** Sale of merchandise requires venue approval and is subject to a commission charge of **20%** of the gross sales. Registration with the Illinois Department of Revenue is required.

School Music Concerts

- To continue to build relationships with our local school music programs, there is a standard rate for all schools wishing to perform in the Concert Hall.
 - \$500 for a concert of up to two bands. For each additional band, there is an additional fee of \$250 to be equitable to all.
 - No tickets will be sold, and no labor included in rental.
 - Use of ISU percussion equipment, and recording of concert is discussed on an event basis and must be approved by the School of Music.

Equipment Rental Rates

- Room reservation fees are separate from additional charges for equipment, technical, front of house, and/or box office staff if needed.
- Users may bring their own equipment when approved by CPA Coordinator. Equipment delivery, set-up and pick-up must take place within the rental time. If user does not use its own equipment, any rental equipment must be provided by Illinois State University and will be arranged by the CPA if the user is a non-ISU affiliate. Equipment not available through ISU must be approved by CPA coordinator.
- If less than five business days before an event, equipment services, room charges, catering services, and labor are reduced or cancelled, the Client is responsible for 100 percent of the charges before the reduction or cancellation of services. Due to limited resources, requests or changes to an event may not always be accommodated. When they can be accommodated, late requests may incur additional fees.
- A/V Equipment is available from the School of Theatre and Dance. Charges include setup and teardown. Inform CPA Coordinator of equipment ordered for delivery to CPA from other sources. CPA charges for setup and teardown of external equipment.
- Equipment rental rates are based on daily use. Events extending beyond one day will pay equipment rental charges for each day of use, including rehearsals.

Equipment Rates	University Dept./ ISU RSOs	Non-Profit Org.	Public/For-Profit
Concert Shell**	\$150	\$175	\$200
Piano (Upright)*	\$50	\$50	\$75
Piano (Grand)*	\$150	\$150	\$175
<i>*Pianos tuned periodically. Additional tuning requests will be billed to event sponsor.</i>			
Risers (per unit)**	\$7	\$7	\$7
<i>**Requires set-up and teardown Labor</i>			
Standing Lectern	\$5	\$5	\$5
Stand Light	\$.50 each	\$.50 each	\$.50 each
Lights (pit only)	\$30	\$35	\$40
Lights (stage)	\$85	\$95	\$105
Follow Spotlight**	\$100	\$100	\$125
Light System**	\$200	\$250	\$300
Additional Light Plot**	\$300	\$400	\$500
P.A. System (House)	\$30	\$30	\$35
Handheld Microphone	\$10	\$10	\$12
Wireless Mics	\$65 each	\$75 each	\$100 each
Additional Specialty (Mirror Ball, Strobe)	\$25 each	\$30 each	\$35 each

Performance Labor Rates (subject to change, check with CPA Coordinator)

Front of House	Rate	Minimum
Facilities Coordinator	\$21.00 / Hour	3 Hours / 1 Required
Box Office Manager	\$14.00 / Hour	3 Hours / 1 Required
Box Office Personnel	\$11.00 / Hour	3 Hours
House Manager	\$14.00 / Hour	3 Hours / 1 Required
Usher	\$11.00 / Hour	Duration of show + 1 Hour
Concessions Personnel	\$11.00 / Hour	3 Hours / 2 Required
Cleaning Fee (BSW)	\$30.00 / Hour	4 Hour Minimum

Stage Personnel	Rate	Minimum
Facilities Technical Director	\$25.00 / Hour	
Facilities Electrician	\$21.00 / Hour	
Student Operator	\$11.00 / Hour	
Stage Manager	\$16.00 / Hour	
Assistant Stage Manager	\$14.00 / Hour	
AEA Stage Manager <i>(subject to change)</i>	\$30.00 / Hour	4 Hours
IATSE Crew Manager <i>(subject to change)</i>	\$30.00 / Hour	4 Hours

Ancillary Personnel (may be required)	
Registered Nurse	Prevailing rate plus 10%
Interpreter for the Deaf	Prevailing rate plus 10%
Security Officer	Prevailing rate plus 10%
Electricians	Prevailing rate plus 10%

***Overtime of 1.5 the base rate will be charged for hours in excess of 7.5 per day.**

Installation Labor Rates (Theatre ONLY)

- Lighting Plot** - The CPA Theatre does not have a rep lighting plot for external productions. Dance/Theatrical groups that request a specific light plot will have additional costs listed below.

	Rate (all are Minimums)	Minimum
Facilities Coordinator	\$480	2 Days Install / 1 Restore
Stage Personnel	\$960 (total for 4 people)	2 Days Install / 1 Restore
Equipment Fee & Show Labor (see rates above)		

Marley Floor Installation	Rate (all are Minimums)	Minimum
Facilities Coordinator	\$500	2 Days Install / 1/2 Restore
Stage Personnel	\$800 (total for 4 people)	2 Days Install / 1/2 Restore
Equipment Use Fee (TBD)		